



CITY OF SPRINGDALE
Position Description

POSITION TITLE: Battalion Chief-Training

Exempt (Y/N): No	DEPARTMENT: Fire
DATE PREPARED: August, 2006	SUPERVISOR: Assistant Fire Chief

SUMMARY

The incumbent is responsible to plan and direct the training program of the department. Plan and direct public education programs and risk management for the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Plan, develop, implement departmental training programs for fire, EMS, special rescues and hazmat.
2. Manage department public education program providing supervision and guidance to public education specialist.
3. Schedule, coordinate and supervise instructors to ensure instructors are qualified and have required materials and equipment.
4. Support and facilitate company/station drill and instruction.
5. Develop training budget and monitor budget expenditures within budget limits.
6. Ensure all members have required continuing education for required certifications.
7. Supervise fire and EMS crews/companies during emergency and non emergency operations.
8. May assume command of emergency operations; including functioning as on-scene safety officer.
9. Develop promotion evaluation instruments; both written, oral and simulation.

10. Read and analyze accident reports for trends and concerns utilizing accepted risk management principles.
11. Develop, write and edit fire department policy and procedure with emphasis on training, procedures and safety.
12. Represent department on various committees, taskforces and work groups.
13. Ensure compliance with state, federal regulations.
14. Perform other duties as required or assigned.

Budget Responsibility:	\$ 280,500 Annual dollars
Facilities and Equipment Responsibility:	\$ 100,000 Total value

SUPERVISION RESPONSIBILITIES

Directly supervises one non-supervisory position within the department. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION AND EXPERIENCE

Associate's degree (A.A.) from two year college or technical school and five years of related experience and/or training; or equivalent combination of education and experience and a minimum of 4 years of management experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Arkansas Driver's License, Emergency Medical Technician-Instructor, Arkansas State Instructor I, Firefighter II and Officer II.

INTERNAL COMMUNICATIONS

Regular contacts within the department and with other departments as needed.

EXTERNAL COMMUNICATIONS

Regular contacts with state and federal agencies, vendors, citizens, outside representatives, community groups as needed.

USE OF EQUIPMENT AND/OR COMPUTERS

Must be proficient in the use of a personal computer, standard office equipment, standard firefighting equipment, advanced EMS equipment, audio visual equipment.

OTHER SKILLS AND ABILITIES

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with management and staff.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to wet/and or humid conditions, moving mechanical parts; high, precarious places, fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock.

The noise level in the work environment is usually moderate.